



DIVISION OF EMERGENCY MANAGEMENT

RECOVERY SECTION

STANDARD OPERATING PROCEDURES PUBLIC ASSISTANCE PROGRAM



STATE OF ARIZONA



STATE OF ARIZONA
DIVISION OF EMERGENCY
MANAGEMENT



RECOVERY SECTION

STANDARD OPERATING PROCEDURES

PUBLIC ASSISTANCE PROGRAM

State Recovery Mission:

To coordinate state and federal actions with local jurisdictions to recover from disasters.

State Recovery Goal:

To expedite the recovery processes during and following a disaster to provide for both immediate unmet needs, short-term and long-term recovery.

Rev 5/08



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SECTION 1

INTRODUCTION & OVERVIEW

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STATE OF ARIZONA DIVISION OF EMERGENCY MANAGEMENT PUBLIC ASSISTANCE PROGRAM



STANDARD OPERATING PROCEDURES


INTRODUCTION

The Arizona Division of Emergency Management's Recovery Section provides support to communities and local governments when recovering from any State declared disaster. Recovery activities help a community return to a "new normal" following a disaster. This support begins with damage identification and assessment immediately following an event and continues with providing financial assistance in rebuilding public infrastructure.

The Governor may proclaim a state of emergency after a political subdivision has passed a resolution stating that an emergency exists within their jurisdiction(s) **AND** have been able to demonstrate that the incident is above and beyond their capability to recover from without assistance from the State. The Governor may provide Public Assistance to the affected Political Subdivision(s) of the state (counties, cities, towns, state agencies). The Governor's Emergency Fund is allocated \$4 million dollars annually to cover the costs of emergencies and disasters. The Arizona Division of Emergency Management (ADEM) Recovery Section administers this fund.

When a disaster is beyond the capability of the State and local governments, the Governor will request federal assistance from FEMA through the President of the United States. The recovery process for a single event is not complete until all work has been completed, inspected, documentation audited and final payment disbursed. Once the recovery process for a single event is complete the declared disaster is terminated.

If invoked by the Governor's declaration, under the Public Assistance Program assistance is provided to eligible applicants in the form of financial reimbursement for eligible costs expended during the response and recovery efforts following the declared event. When a disaster occurs, the 20 step process outlined below is followed by the State in order to assist impacted communities. Arizona's Public Assistance Program essentially mirrors FEMA's Public Assistance Program. If there is a declared event of a magnitude that provides federal assistance to eligible applicants, the only difference that will be realized by the eligible applicants is a larger reimbursable cost share.

1. INCIDENT
2. CITY - TOWN - POLITICAL SUBDIVISION RESPONSE
3. COUNTY RESPONSE
4. COUNTY EMERGENCY RESOLUTION
5. APPLICATION FOR STATE ASSISTANCE
6. STATE PRELIMINARY DAMAGE ASSESSMENT
7. STATE EMERGENCY PROCLAMATION
- 8. STATE RESOURCES OVERWHELMED
9. FEMA/STATE PRELIMINARY DAMAGE ASSESSMENT
10. REQUEST FOR FEDERAL ASSISTANCE
11. FEDERAL DECLARATION
12. APPLICANT NOTIFICATION
13. APPLICANT BRIEFING
14. KICKOFF MEETING
15. COMPLETE PROJECT WORKSHEETS
16. PROJECT MONITORING
17. DOCUMENTATION REVIEW
18. FINAL INSPECTION
19. AUDIT
20. FINAL PAYMENT

The **State Managed Disasters** (SMD) initiative allows a capable State to manage the Public Assistance Program operation, including project eligibility reviews, process control, and resource allocation on small disasters. The participating State enters into an Operational Agreement with FEMA, which devolves many aspects of program management. FEMA retains obligation authority, ensures compliance with environmental and historic laws, participates in quality control reviews with the State, and provides technical assistance as requested by the State.

Criteria for disasters to be considered for state managed, disasters that warrant a major disaster declaration by the President, but are limited in scope and size as defined by the following:

- Statewide infrastructure damage up to \$2 per capita, or
- About \$15 million dollars in damages, or
- Limited to debris removal and emergency protective measures, or
- Within an individual State's capability to manage.

For a State to be eligible to manage a disaster under this initiative, it must meet the following criteria:

- Recent disaster experience
- Adequate State staff
- SMD Addendum to the State Administrative Plan for Public Assistance

- Fiscal accounting system that can track specific projects, withstand audit, and be used to evaluate appeals
- Established record of having met deadlines for grant management activities

Arizona participated in the pilot SMD in October 2000 and has successfully state-managed six major disaster declarations DR-1347, 1422, 1477, 1581, 1586, and 1660 and one emergency disaster declaration EM-3241.

Within this Standard Operating Procedures Manual, we have outlined the steps that will be taken by the Arizona Division of Emergency Management's Recovery Section and broken down the process to a detailed level. The Public Assistance Standard Operating Procedure will be reviewed and updated on an annual basis by ADEM staff responsible for managing the Public Assistance Program.



STATE OF ARIZONA DIVISION OF EMERGENCY MANAGEMENT PUBLIC ASSISTANCE PROGRAM



STANDARD OPERATING PROCEDURES

OVERVIEW OF THE PUBLIC ASSISTANCE PROCESS

An incident has occurred.

When a locality responded to an incident and recovery is within their local resources the process stops at this point. If they become overwhelmed by the magnitude of the damage, the community turns first to the county for assistance.

When a county has responded and recovery is within their resources, the process stops. If the county is overwhelmed by the magnitude of the incident and recovery is beyond their resources, the county may request assistance from the state. The county prepares an emergency resolution that includes the cause, location and date(s) of the incident, describes the damage caused by the incident and shows why the incident is above and beyond their capability to sufficiently respond and/or recover from the incident. The County Emergency Resolution is supported by a current damage assessment, a completed information questionnaire (for each affected locality) as well as an overall damage summary. These items will be submitted to the Director of the Arizona Division of Emergency Management along with an application for state assistance.

R8-2-303. Contents of an Application

- A. An applicant shall set forth in an application the cause, location, and beginning date of the emergency. A description of the damage caused by the emergency and potential health hazards arising from the emergency, the costs incurred for emergency response, and an estimate of the number of people affected by the emergency and costs for recovery.
- B. Before submitting an application to the Director, the applicant shall use its available resources to respond to the emergency and request assistance from other political subdivisions that might respond to the emergency.

Historical Note: Adopted effective September 18, 1996 (Supp. 96-3).

The request for State assistance must be submitted within 15 days of the onset of the event as per Arizona Administrative Code, Title 8, Chapter 2, Article 3, Sections 304 & 305 (R8-2-304 & R8-2-305).

R8-2-304. Application by a Political Subdivision

- A. A county shall issue an emergency resolution before submitting an application to the Director.
- B. A political subdivision other than a county shall submit an emergency resolution to the county and request that, if necessary, the county issue an emergency resolution and make application to the Director. If the county fails to issue an emergency resolution expeditiously, a political subdivision may apply directly to the Director for assistance.
- C. A political subdivision shall submit an application to the Director using the most expeditious means.
- D. The Director shall reject an application that is not received within 15 days from the start of the emergency unless the political subdivision shows good cause for the delay or that the emergency is of a type that the date the emergency started is difficult to establish.

Historical Note: Adopted effective September 18, 1996 (Supp. 96-3).

R8-2-305. Application by a State Agency

- A. An applicant that is a state agency shall submit an application to the Director using the most expeditious means.
- B. The director shall reject an application that is not received within 15 days from the start of the emergency unless the state agency shows good cause for the delay or that the emergency is of a type that the date the emergency started is difficult to establish.

Historical Note: Adopted effective September 18, 1996 (Supp. 96-3).

If the county does not wish to issue an emergency resolution and request assistance of the state, a political subdivision may apply directly to the Director of the Arizona Division of Emergency Management for assistance.

Once the information (PDA, County and/or Local Resolution & Information Questionnaire) has been received and reviewed by the Arizona Division of Emergency Management, the Director shall make a recommendation to the Governor whether to issue a proclamation declaring a state of emergency.

"Proclamation" means the document in which the Governor declares that a state of emergency exists pursuant to A.R.S. §35-192(A) and authorizes expenditure from the emergency fund.

If the Governor declares an emergency, ADEM shall assign a file number to the emergency and all correspondence regarding the emergency shall reference the file number.

If the Governor determines that state and local resources are overwhelmed, the Director of the Arizona Division of Emergency Management will contact the Regional Director of the Federal Emergency Management Agency (FEMA) to perform a joint FEMA/State Preliminary Damage Assessment.

The Preliminary Damage Assessment (PDA) is a joint venture between FEMA, the State, tribal and local governments to document the impact and magnitude of the disaster on individuals, families, businesses and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

The request for federal declaration must come from the Governor or Acting Governor. Upon completion of the Joint FEMA/State Preliminary Damage Assessment, if the Governor believes that Federal assistance is necessary, the Governor sends the request letter to the President, directed through the Regional Director of the appropriate FEMA region. The request is reviewed by the FEMA Regional Director and is forwarded with a recommendation to the Director of FEMA who, in turn, makes a recommendation to the President. The President makes the decision whether to declare a major disaster or emergency.

The ADEM Director shall notify the applicant(s) immediately of the Governor or President's decision to issue or not to issue a proclamation and or declaration. If the Governor or President issues a proclamation and/or declaration, ADEM shall forward a copy to the applicant.

Following a declaration by the Governor and/or President an Applicant's Briefing will be conducted within each of the impacted counties. An applicants' briefing is a meeting conducted by a representative of the State for all potential applicants for public assistance grants. The briefing occurs after an emergency or major disaster has been declared and addresses application procedures, administrative requirements, funding and program eligibility criteria.